



CITY OF SUNNYVALE
Department of Human Resources
505 West Olive Ave., Suite 200
Sunnyvale, CA 94086

<http://www.jobs.inSunnyvale.com>

**INVITES APPLICATIONS FOR THE POSITION OF:
Maintenance Worker I**

An Equal Opportunity Employer

SALARY

\$23.03 - \$30.86 Hourly
\$1,842.34 - \$2,468.90 Biweekly
\$3,991.73 - \$5,349.29 Monthly
\$47,900.74 - \$64,191.50 Annually

OPEN DATE: 10/05/11

CLOSE DATE: 10/12/11

THE POSITION

MAINTENANCE WORKER I

FINAL FILING DATE EXTENDED TO 5:00 PM ON OCTOBER 12, 2011

\$3,991.73 - \$5,094.56 Monthly*
\$47,900.74 - \$61,134.74 Annually*

**plus 7% City Paid Employees PERS contribution and excellent benefit package, including 2.7% at 55 retirement plan.*

(This is an alternately-staffed classification. This job announcement is specific to the Maintenance Worker I classification and the salary range for this level of classification is reflected above. Salary listed on the job description is a full salary range for Maintenance Worker I and Maintenance Worker II.)

Regular Full-Time Employment Opportunity

(Current vacancies are in the Water Distribution and Sewer/Storm sections of the Environmental Services Department. Any future Maintenance Worker I vacancies may be filled from the eligible list that will be established as a result of this recruitment process. Please review the Maintenance Worker I/II and Water Distribution Worker job descriptions for complete details related to these positions.)

IMPORTANT

The City of Sunnyvale Human Resources Department will begin accepting applications for this position at 8:00 AM on Monday, October 10, 2011 through the Final Filing Date of Wednesday, October 12, 2011 at 5:00 PM.

A DMV Record is required for this position. The due date for submission of the DMV Record is the same as the application deadline - October 12, 2011 at 5:00 PM.

Under supervision, performs a variety of unskilled and semi-skilled assignments in the construction, maintenance and repair of City water, sewer, storm systems and streets; and performs related work as required.

DISTINGUISHING CHARACTERISTICS

Maintenance Worker I is the entry and training level of the series. Under supervision and in a training capacity, incumbents are assigned routine, unskilled maintenance tasks while learning the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments.

Maintenance Worker II is the fully trained working-level class in the service field operations series. Under supervision, incumbents perform a broad range of duties in the basic construction and maintenance trades as necessary for the specific division to which assigned. Incumbents generally work as a member of a crew, but may be given independent assignments and may, under direction, lead a small crew of trainees or temporary workers and assist with training. Incumbents may be subject to call-back for after hour emergencies. In the Water Distribution Division, the Water Distribution Worker classification is alternately staffed with the Maintenance Worker I/II classifications. Incumbents may advance to the higher-level Water Distribution Worker classification upon meeting the qualifications of that classification.

TYPICAL DUTIES *(May include, but are not limited to, the following):*

General:

- Shovels, rakes and spreads dirt, sand, gravel, asphalt and other materials.
- Clears debris, brush and weeds from ditches, culverts and other City facilities.
- Participates in digging, widening and backfilling trenches and other excavations.
- Loads, unloads and operates pick-ups and trucks to transport maintenance supplies and materials.
- Places traffic control flags, signs and cones to direct traffic around work sites; may direct traffic.
- Uses general carpentry and mechanical hand tools such as brooms, rakes, shovels, ladders, hammers, screwdrivers, pliers, saws, drills and wrenches.
- Operates equipment such as air compressors, pneumatic hammers, power activated hammers, chain saws, concrete saws, pipe cutters, sprayers, compactors, forklifts, painting and spraying equipment and rollers.
- Performs routine maintenance and repair of hand and power tools.
- Spreads and rakes gravel or asphalt in the patching and resurfacing of streets.
- Breaks up and patches asphalt and concrete surfaces.
- Tactfully responds to questions and comments from the public.
- Responsible for the safe operation of equipment and tools used.
- May prepare and keep written records and make material and equipment requests.
- May, under direction and on an irregular basis, operate equipment such as backhoes, front-end loaders and trucks.
- May occasionally perform simple fabrication and repair of equipment, tools, parts and accessories, at times using arc and gas welding.

In addition to the above, the following duties are also performed in the Water Distribution

Section. As a member of a crew, incumbents participate in the following crew activities, independently performing certain tasks as assigned:

- Installing, connecting, relocating and replacing new water mains, service lines, valves, pumps, meters, meter boxes and fire hydrants; cutting and fitting pipes and making taps.
- Repairing leaks on water mains by installing new pipe and/or clamps.
- Locating and marking existing water mains, meters, valves and other facilities for City crews and independent contractors using a sonic and/or magnetic pipe locator.
- Notifying customers of water shut-downs.
- Measuring and recording the location of valves, hydrants and blow-offs.
- Exercising valves by hand or with hydraulic equipment; marking valves to indicate direction of opening and number of turns to open.
- Testing water flow of hydrants.
- Flushing water system through valves and hydrants, testing turbidity and chlorine residual of water and checking for valve leakage.
- Painting valves, pumps, piping and building interiors and exteriors.
- Removing vegetation, cleaning meters and meter vaults and replacing meters.
- Opens and closes valves into water main.
- Performs routine maintenance and repair on pump stations and generators.
- Performs routine maintenance and repair on storage tanks and sites.

WORKING CONDITIONS

Position requires sitting, standing, walking on level, uneven and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movements in the performance of daily duties. The position also requires both near and far vision when operating assigned equipment. Acute hearing is required in both the field and the office. The ability to lift, carry and push tools, equipment and supplies weighing up to 70 pounds, such as a jackhammer, is also required. Additionally, the incumbent in this outdoor position works in all weather conditions, including wet, heat, and cold. The incumbent may be exposed to fumes, dust chemicals, biohazard materials and air contaminants. The nature of the work may also require the incumbent to climb ladders, use power and noise producing tools and equipment, work in confined spaces, drive motorized vehicles and work in heavy vehicle traffic conditions. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodations.

MINIMUM QUALIFICATIONS

Education and Experience

Any combination of education and experience that provides the required knowledge and abilities may be qualifying. A typical way of obtaining the required qualifications would be:

High school graduation or tested equivalent and six months of manual labor experience.

Knowledge, Skills and Abilities

Some knowledge of:

- The proper use and care of common hand tools.

Ability to:

- Safely perform heavy manual labor.
- Learn the operation of power tools and equipment and the performance of a variety of semi-skilled tasks.
- Learn to safely handle toxic materials.
- Follow oral and written instructions.
- Work effectively as a member of a crew.
- Act in a courteous and diplomatic manner with members of the public.

Willingness to:

- Wear a uniform.

Licenses/Certificates

Possession at time of hire and continued maintenance of a valid California Class C driver's license and a safe driving record.

APPLICATION AND SELECTION PROCESS

FINAL FILING DATE EXTENDED TO 5:00 PM ON OCTOBER 12, 2011

APPLICATION PROCESS

If you are interested in this opportunity, please submit your City of Sunnyvale employment application, responses to the supplemental questionnaire, and a current (issued and printed within 30 days prior to the application date) DMV record printout to the Department of Human Resources no later than **5:00 p.m. on Wednesday, October 12, 2011.**

NOTE: Complete application materials, which include a City application form, responses to the supplemental questionnaire, and a current (issued and printed within 30 days prior to the application date) DMV record printout will be accepted between 8:00 AM on Monday, October 10, 2011 and 5:00 PM on Wednesday, October 12, 2011.

City application forms, completed in full, are required, as well as responses to the required supplemental questions and a current (issued and printed within 30 days prior to the application date) DMV record printout. Candidates are asked to fully describe any training, education, experience and/or skills relevant to this position. Resumes are not accepted in lieu of the application, please do not indicate "see resume".

Electronic applications may be submitted on-line through the City's employment page at jobs.inSunnyvale.com or application materials may be submitted to: Department of Human Resources, 505 West Olive Avenue, Suite 200, Sunnyvale, CA 94088. Postmarks or faxes will not be accepted.

Please note that all application materials, including those that are mailed by US Post Service or dropped off at the Department of Human Resources office, must be received between Monday, October 10, 2011 and Wednesday, October 12, 2011.

INFORMATION ABOUT THE DMV RECORD PRINTOUT

This position requires a valid California Class C driver's license. All applicants must submit a current (issued within 30 days prior to the application date) DMV record printout, issued by the Department of Motor Vehicles at the time of application. DMV record printouts issued by other agencies will not be accepted. DMV record printouts can be obtained at the Department of Motor Vehicles, at a cost of \$5.00. For more information on obtaining DMV record printouts call (800) 777-0133.

Applicants may submit a DMV Online Driver Record obtained through the California Department of Motor Vehicles. For more information on obtaining a DMV Online Driver Record, click here: [DMV Online Driver Record](#) or visit the California Department of Motor Vehicles website at [CA DMV](#).

Please note: Any successful candidate, selected by the hiring department will be required to submit an original, current (issued and printed within 30 days prior to the submission date) DMV record printout, issued by the Department of Motor Vehicles prior to the time of hire.

Applicants with more than two moving violations or more than two at-fault accidents during the preceding 36 months will be ineligible for employment as a Maintenance Worker I and will be disqualified from this recruitment process. DMV record printouts must be submitted no later than 5:00 p.m. on Wednesday, October 12, 2011 (The due date for the DMV Record printout is the same as the application deadline - October 12, 2011 at 5:00 PM.).

EXAMINATION PROCESS

Applications will be competitively screened based on the minimum qualifications of this position. Based upon a review of the application materials, the most qualified candidates will be invited to participate in the examination process, which may consist of a practical exam tentatively scheduled for **the week of October 24, 2011**. (Note: The examination process may be changed as deemed necessary by the Director of Human Resources).

Those candidates that receive a passing score on the examination will be placed on an eligibility list for up to one year, in accordance with the City's Civil Service Rules and Administrative Policies.

SELECTION PROCESS

Any candidate, selected by the hiring department will be required to successfully complete a pre-employment process, which may consist of a background history check, as well as medical exam(s) administered by a City-selected physician(s) before hire. Prior to starting work, all newly-hired employees will be fingerprinted to check conviction history. A conviction history will not necessarily disqualify an applicant from appointment; however, **failure to disclose conviction history will result in refusal of employment or termination**. Positions which are covered by the Department of Transportation regulations are required to submit to a pre-employment drug test and to random drug and alcohol testing.

ADDITIONAL INFORMATION

Note: Full-time positions in this job classification are represented by the Sunnyvale Employee Association (SEA) and are subject to agency shop provisions.

The information contained within this announcement may be modified or revoked without notice and does not constitute either an expressed or implied contract.

The City of Sunnyvale is an Equal Opportunity Employer. It is the policy of the City of Sunnyvale not to discriminate because of race, color, religion, sex, sexual orientation, marital status, national origin, age, or disability. Applicants needing special accommodations for testing should submit a request to the Department of Human Resources at time of application.

APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:
<http://www.jobs.inSunnyvale.com> OR
505 West Olive Ave., Suite 200, Sunnyvale, CA 94086

EXAM #11-00051
MAINTENANCE WORKER I
VV

Maintenance Worker I Supplemental Questionnaire

* 1. Instructions for completing the supplemental questionnaire:

This supplemental questionnaire will be a primary tool in the evaluation of your qualifications for this position. The supplemental information that you provide will be evaluated along with your completed application. Please limit your response to one page per question. In answering the question(s), be as specific as you can. Some questions may include multiple parts (i.e., (a), (b), (c), (d), etc.). Please make sure to address each part of each question in the supplemental questionnaire below.

Please be advised that you will be 'timed out' of this page after 30 minutes. Therefore, it is best to copy the supplemental questions that require text answers from this page into a document that you can save on your computer, produce your responses in that document, and then copy and paste the responses into the space provided below. Additionally, please save your work continuously.

The completed application and responses to supplemental questions constitute an examination. **Note: qualifying experience must be reflected on the job application form.**

The information you provide will be used to further identify those applicants who are best qualified to continue in the selection process for this position.

Your responses to the questions that require you to detail your background and experience should include the following information:*

- The number of years of experience you have had performing the duties that you are describing;
- The name(s) and type(s) of organization(s) where you obtained such experience; and,
- Your role and specific responsibilities within the organization(s).

****Responses to the supplemental questions that indicate "see resume" are considered incomplete.***

By checking the 'Yes' response below, I indicate that I have read these instructions for completing the supplemental questionnaire and in accordance with these instructions, I understand that written responses to the supplemental question(s) listed below are required, in order to evaluate my qualifications for this position and for my application to be considered complete.

Additionally, I certify that I have completed the following supplemental questionnaire on my own; the answers accurately reflect my training, education and experience; and, I understand that my responses are subject to verification.

- Yes
- No

* 2. A copy of a current DMV record printout must be submitted with your application.

I understand that I must submit a current (issued and printed within 30 days prior to the application date) driving record printout issued by the Department of Motor Vehicles at the time of application.

I understand that the due date for submission of the DMV record printout is **5:00 PM on Wednesday, October 12, 2011.**

I understand that my application materials will be considered incomplete, if the DMV record printout is not submitted by **5:00 PM on Wednesday, October 12, 2011.**

I understand that if there are more than two moving violations or more than two at-fault accidents during the preceding 36 months listed on my DMV record printout, I will be ineligible for employment as a Maintenance Worker I and will be disqualified from this recruitment process.

* 3. Do you have a high school diploma or an equivalent (GED)?

- Yes
- No

* 4. Please indicate the total length of time of Full Time Equivalent (40 hours per week) paid manual labor work experience:

- None
- Less than 6 months
- 6 months
- Over 6 months

* 5. Based on your response to question #4, please detail your role and specific duties that would demonstrate Full Time Equivalent (40 hours per week) paid manual labor work experience.

Note: "Manual labor work experience" could be further defined as, but is not limited to, the following: general labor, construction trades, warehouse work, and/or maintenance work.

* Required Question